AGENDA
MAIN FACS Agency Security Administrators User Group
May 8, 2007
Romney Building – 1ST Floor – Michigan Room
1:30 PM to 3:30 PM

---

1. **Introductions (Bryan Weiler)**

2. **Business Objects Update (Art Lower/Jim Edwards)**
   - Update on Version upgrade
   - Clear Access / BO conversion update
   - Users Group Workshops – comments, suggestions

3. **Security Administration**
   - Incompatible/Undesirable/Illogical R*STARS Security
     - "Draft" revised listing
     - UC 90/93/94 Combination incompatible
   - UC 34 – update on implementation, purpose, future requests
   - Internal Auditors – Audit program related to Executive Directives
   - Financial Management Guide
     - RStars Security Manual now in FMG
     - RSTARS Security manual updates
   - OFM Audits
     - UC Assignments
     - Monitoring

4. **Security Monitoring and Tools**
   - UC 47 / 48 / UC 49 Transaction review
   - Security monitoring checklist
   - Business Objects / Clear Access
   - Security Frameworks
     - FY07 Frameworks (status report)
     - Security Request Compliance
     - Frameworks will need to be updated to include UC 34.
       - ❖ Schedule E – List of authorized bank codes
       - ❖ Schedule F – List of authorized RStars user classes
     - FY 2008 Frameworks

5. **Next Meeting Date**

6. **Comments/Questions**

<u>**Attendees**</u>

Lori Blundy	Art Lower	Marjory Smith
Deb Braun	April Malinowski	Sherry Spedoske
Bernie Brink	Peggy Murphy	Paula Tarrant
Jim Edwards	Craig Murray	James Thelen
Nan Gordon	Dorothy Osborne	John VanHoesen
Dave Heikkinen	Bidhan Redey	Bryan Weiler
Kyle Huhn	Kim Root	
Joel Ann Kapko	Richard Ruelle	
Tim Kubu	Jennifer Sarka	
Cindy Liu	Steve Schneider	

Introductions
Bryan Weiler welcomed the group and introduced the SMAA staff and April Malinowski as the newest staff person.

Business Objects Update

Jim Edwards and Art Lower gave an update on when the new Business Objects software would be available and also explained some of the new features.

Some of the new features include 1) the ability to schedule reports that can be sent to others via e-mail, 2) potential for a new type of user who could only run and/or refresh reports, 3) a software download site will allow users to update their software without needing to contact a Technician from DIT, 4) some users may not need the software loaded to their computers and 5) various minor "appearance" changes.

DMB Finance is currently testing the new software. They have not noted any major problems. The Department of Corrections will also be able to test the software soon.

Implementation of the new software will be done by Agency. There is no timeline yet but he expects it to be completed in a few months.

Clear Access scripts that have not been converted to Business Objects should be sent to either Jim Edwards or SMAA as soon as possible. Clear Access is no longer supported by DIT, the system is becoming weak, and when DIT upgrades computers Clear Access will not be loaded back on.

The ASA Business Objects Work group was discussed and ideas to make the time more helpful were discussed. Art Lower will get a copy of the Clear Access / Business

Objects crosswalk out to the group. OFM's training group is revising their training sessions to give the new name "Desk Top Intelligence" and also review the new features.

A question was asked about the payment table information. Jim indicated that this would be available in one Universe.

Several other "sign-on" questions were discussed. The "single sign-on" is in the works. If Business Objects is the only application in your "MAP" set-up, then you would no longer need MAP.

Security Administration

Incompatible/Undesirable RStars Security

Recent changes to the various RStars user classes were discussed. The revised (5/8/07) Incompatible User Class combination listing was distributed. This listing reflects the changes that were made to UC 90 (removing the "entry" function) and UC 93 (removing the "release" function). UC 34 is inquiry only so does not affect this listing. This listing is in draft form and the ASA's were asked to review it and give feedback if necessary. We do not anticipate any further changes to this list and it will be approved and posted in the Security Manual soon.

It was also noted that if a person were assigned the combination UC 90/93/94, they would be considered incompatible. There are approximately 10 users statewide that have this combination. OFM has reviewed the current memos on file for these users and no new memos will be needed at this time. When the FY 2008 frameworks are completed, new memos will be requested at that time.

UC 34

A "Summary of Users assigned Payee Info Access" was distributed. The number of users that now have access to payee information has dropped from 5,201 to 1,993. This is a reduction of 3,208 users. OFM feels that this has made a significant difference in strengthening internal controls.

Now that UC 34 has been fully implemented, ASA's should handle future requests for UC 34 in the usual manner as any other UC request. ASA's should also remember that UC 34 is meant to be a more restricted assignment, rather than a general inquiry UC as UC 15 has been.

OFM has received several requests to review the possibility of adding the 85 and 86 screens to UC 34. We will put this out to ASA's for comment. At this point we do not see any negative impact so those screens will probably be added in the near future.

It was also noted that ASA's may have problems running security reports based on the way the UC 34 batch agency is set up. If agencies run into any specific problems, please let OFM know so that we can make any necessary changes to the user's setup.

Internal Auditors

ASA's were advised that they might be receiving security requests for their Internal Auditors.

The Internal Auditors are working on a special project relating to recent Executive Directives. We have reviewed the draft audit program and our recommendation is to assign Internal Auditors RStars UC15 and ADPICS UC06. Based on the information shared with us by ASB, UC 34 should not be needed and without more justification, we would not be supportive of assigning them UC 34.

OFM primarily relies on the ASA's judgment to request appropriate UC assignments but we do reserve the right to inquire about certain requests and ask for written justification.

We will keep the ASA's posted on any new developments in this area.

Financial Management Guide

ASA's were reminded that the RStars / ADPICS security manuals are now incorporated into the FMG located on the OFM website. We are working on revising the manual to address the recent changes and additions to the RStars user classes.

OFM Audits

Now that OFM – SMAA is back to full staffing, we plan to conduct audits/reviews to help ASA's with their security matters and internal controls. We plan to start these audits/reviews sometime in the coming year. Two areas that we plan to include are user class assignments and security monitoring.

Security Monitoring and Tools

User Classes 47/ 48 / 49

Business Objects report "SEC 31" now covers transactions processed by UC 47/48/49. There was discussion on possible revisions to this report. OFM will review the report and let ASA's know if any changes are needed.

Security monitoring checklist

The monitoring checklist has been updated to reflect the Business Objects reports. ASA's were reminded to update their listings to reflect the BO reports. The updated checklist will be posted on the OFM website in the Internal Control section.

Business Objects / Clear Access

Jim Edwards and Art Lower discussed this earlier. We again reminded the group that Clear Access is becoming unstable at times and will no longer be maintained by DIT and their monitoring scripts need to be converted to B.O. reports.

Security Frameworks

An update was given on the status of the FY 2007 Security Frameworks. There are 20 approved, 4 in final approval stages, and 2 in the initial review. There have been delays in the process this year for various reasons (OFM staff changes, agencies having to do complete framework updates, etc.)

Schedule E (bank codes) and Schedule F (RStars user classes) will need to be updated to reflect the recent changes made to UC15, UC 34, and others. This can be completed as part of the FY 2008 framework.

For the FY 2008 frameworks, OFM will be working closer with the agencies to ensure that the schedules are completed by the deadline of 10/1/2007.   There was discussion that the year-end closing Representation Letters certify certain security tasks have been completed. It was suggested that the framework be added to the agencies year-end checklists.

Next Meeting Date

The next ASA meeting will be scheduled for sometime in August. This will allow ASA's to meet and discuss any issues that may come up relating to the security frameworks.

Comments / Questions

There were no further comments or questions so the meeting was adjourned.